

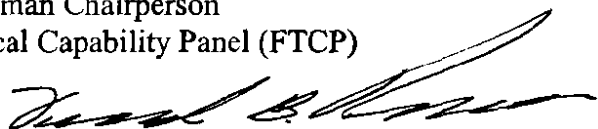


Department of Energy
National Nuclear Security Administration
Washington, DC 20585



February 12, 2009

MEMORANDUM FOR: Karen L. Boardman Chairperson
Federal Technical Capability Panel (FTCP)

FROM: Frank B. Russo 
Senior Advisor for Environment Safety and Health

SUBJECT: NNSA Headquarters Annual Workforce Analysis and Staffing
Plan Report for Calendar Year 2008

In accordance with the guidance memo of November 17, 2008, the Combined Headquarters Annual Workforce Analysis and Staffing Plan Report NNSA Headquarter Organizations is attached. This report contains a summary of the individual *Annual Workforce Analysis and Staffing Plan Reports* for Headquarters Organizations (HQ) that include technical positions subject to the requirements of the Technical Qualification Program. Those organizations are:

- NA-2.1, Office of the Chief of Defense Nuclear safety(Attachment 1)
- NA-3.6, Office of the Environmental, Safety & Health Advisor (Attachment 2)
- NA-10, Office of Defense Program (Attachment 3)
- NA-26 Office of Fissile Material Disposition (Attachment 4)
- NA-40, Office of Emergency Operations (Attachment 5)
- NA-50, Office of Infrastructure and Environment (Attachment 6)
- NA-70, Office of Defense Nuclear Security (Attachment 7)

The individual organizations reports are included as attachments. If you have any questions, please call Frank Russo 202-586-8395.

cc:

Talbot, NA-10
Monette, NA-10
Black, NA-20
Pavetto, NA-40
Konopnicki, NA-50
Fremont, NA-70
Kane, NA-60
Chaney, SC
Alsdorff, SC



*Combined Headquarters
Annual Workforce Analysis and Staffing Plan Report as of December 31, 2008*

Introduction

This report contains a summary of the individual *Annual Workforce Analysis and Staffing Plan Reports* for Headquarters Organizations (HQ) that include technical positions subject to the requirements of the Technical Qualification Program. Those organizations are:

- NA-2.1, Office of the Chief of Defense Nuclear safety(Attachment 1)
- NA-3.6, Office of the Environmental, Safety & Health Advisor (Attachment 2)
- NA-10, Office of Defense Program (Attachment 3)
- NA-26 Office of Fissile Material Disposition (Attachment 4)
- NA-40, Office of Emergency Operations (Attachment 5)
- NA-50, Office of Infrastructure and Environment (Attachment 6)
- NA-70, Office of Defense Nuclear Security (Attachment 7)

The individual organizations reports are included as attachments.

Section One: Current Mission(s) of the Organization and Potential Changes

NNSA is responsible for the management and security of the nation's nuclear weapons, nuclear nonproliferation, and naval reactor programs. It also responds to nuclear and radiological emergencies in the United States and abroad. Additionally, NNSA federal agents provide safe and secure transportation of nuclear weapons and components and special nuclear materials along with other missions supporting the national security.

The NNSA Act (Title XXXII of the National Defense Authorization Act for Fiscal Year 2000, Public Law 106-65) specifies the agency's national security missions:

- To enhance United States national security through the military application of nuclear energy;
- To maintain and enhance the safety, reliability, and performance of the United States nuclear weapons stockpile, including the ability to design, produce, and test, in order to meet national security requirements;
- To provide the United States Navy with safe, militarily effective nuclear propulsion plants and to ensure the safe and reliable operation of those plants;
- To promote international nuclear safety and nonproliferation;
- To reduce global danger from weapons of mass destruction; and
- To support United States leadership in science and technology.

There are no significant mission changes anticipated.

Section Two: Technical Staffing

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 2

Number of Documented Safety Analyses: 0

Number of Safety Systems: 0

Number of Site Contractor FTEs: 1350 (Pertains only to M&O Contractors applicable to NA-20 only)

Number of Federal Office FTEs: 368

Headquarters Technical Qualification Staffing		
TECHNICAL CAPABILITY	Number of FTEs Needed	Number of FTEs onboard
Senior Technical Safety Managers	54	44
Safety System Oversight Personnel²	0	0
Facility Representatives³	1.5	0.5
Aviation Safety Manager	0	0
Aviation Safety Officer	0	0
Chemical Processing	2.3	2
Civil/Structural Engineering	2	0
Construction Management	14	7
Criticality Safety	1.5	1
Deactivation & Decommissioning	0	0
Electrical Systems	1.5	1.5
Emergency Management	4.5	4.5
Environmental Compliance	1.8	0
Environmental Restoration	0	0
Facility Maintenance Management	3	2

Headquarters Technical Qualification Staffing		
TECHNICAL CAPABILITY	Number of FTEs Needed	Number of FTEs onboard
Fire Protection Engineering	2	2
Industrial Hygiene	1	1
Instrumentation & Control	0.5	0.5
Mechanical Systems	2	1
Nuclear Explosive	9	8
Nuclear Safety Specialist	12	10
Occupational Safety	1.5	0.5
Quality Assurance	4	2
Radiation Protection	1	1
Safeguards & Security	21	14
Safety Software Quality Assurance	1.5	0.5
Technical Program Manager	13	7
Technical Training	2	1
Transportation & Traffic Management	0.5	0
Waste Management	0.3	0
Weapons QA	0	0
Federal Project Directors	4.5	4.5
Total	161.9	115.5

Notes:

1. Headquarters has recently completed a comprehensive review of all HQ positions to re-evaluate the need for inclusion in the Technical Qualification Program. As a result, NA-40, Office of Emergency Operations and NA-50, Office of Infrastructure and Environment, who had no positions in the program previously, have now

identified the need for inclusion of positions in the program. These include the identified need for seven STSM positions. Four of these positions are currently filled by individuals in the process of qualifying. The additional STSM positions are anticipated to be filled FY09.

2. NA-70, Defense Nuclear Security has identified the need for a new Qualification Standard (QS) for the Safeguards and Security functional area. The QS is currently in the review & comment resolution process. It is anticipated the QS will be approved and issued in the first quarter CY-09.
3. HQ organizations currently have 92 personnel that are either qualified or in the process of completing qualification. Of those personnel, 41 are fully qualified.

Section Three: Current shortages and plans for filling them

The analysis identifies the need for 46.5 additional FTEs. This indicates a 40% increase in the current staffing will be required over the next several years. A detailed discussion of projected shortage/surplus over the next five years for each organization is included in the attached reports. The most significant shortages are in the STSM and Construction Management FAs. A total of ten additional STSM FTEs and seven Construction Management FTEs are needed.

Of the ten unfilled STSM positions, three are positions in NA-50 and NA-50 is in the process of filling those positions. Two of the STSMs needed are in NA-10 (NA-171). NA-10 intends to fill those positions FY/09/10. Three are in NA-2.1 and hiring actions for those positions are prepared awaiting NNSA decisions on hiring priorities. There are also two vacant STSM positions in NA-3.6. One is posted and the projected hire date is the 1st QTR CY-09 the second is currently on hold due to budget shortfalls.

Of the seven unfilled Construction Management FTEs positions currently needed, five are positions in NA-10. The NA-10 plan will bring three onboard in 2010 and the remaining in 2011. Two unfilled positions are in NA-20. NA-20 has recruitment activities planned and anticipates filling the positions in 2009. The actions being taken and schedules for filling these shortages and other positions as well as the interim measures where applicable for NA-10 (Attachment 3) and NA-20 (Attachment 4) are discussed in the attached individual organization Workforce Analysis reports.

The number of unfilled positions (i.e., FTEs needed - FTEs on board) is considerably higher than last year for NA-10 (23.9 FTEs) who had reported only 1 TQP position unfilled as of December 31, 2007. Much of the increase is a result of a complete re-evaluation of positions to be included in the TQP that was completed in 2008 and to a smaller extent the reorganization that was implemented in May of 2008.

The number of unfilled positions in NA-20 has dropped from 15 FTEs as of December 31, 2007 to 6.5 FTEs as of December 31, 2008. The biggest contributors to reducing the gap are filling 3 of the STSM and 2 of the Federal Project Manager positions that were vacant last year.

Section Four: Projected shortage/surplus over next five years

There are no projected overages. Generally, it is anticipated that the 40% increase in staffing outlined above addresses the current shortage issue as well as shortages that would result from growth of their mission over the next five years. NA-2.1, NA-3.6, NA-40, 50, and NA-70 project no shortages or surplus in the next five years beyond what has already been identified as current shortages in Section 3 above. NA-10 projects that two individuals in TQP positions will be retiring within the next five years. They also have identified positions that are currently being held by military personnel that will possibly be replaced by Federal personnel. NA-26 predicts a shortage of qualified technical personnel to fill the positions that they have identified in their analysis. These are discussed in more detail in the attached NA-10 and NA-20 HQ Annual Workforce Analysis and Staffing Plan Reports.

In addition, several of the organizations rely on matrix support from the Service Center, Site Offices or other HQ organizations to meet the need for individuals in critical functional areas that do not warrant a separate FTE. There is a concern that this support may be significantly reduced over the next five years and beyond as matrix organizations face their own budget, staffing challenges, and increasing workloads.

Section Five: General concerns or recommendations related to the Technical Staffing

The analysis indicates that there is a need for 161.9 qualified FTEs. Based on the most recent TQP Quarterly Report, *Status of Qualifications in the Technical Qualification Program (TQP) December 31, 2008*) there are only 41 individuals currently in the program that are fully qualified in these reporting organizations. A major effort will be required to address this issue. The effort will require more focused attention on the program by all levels of management and supervision to ensure that individuals already on board, but not yet qualified, understand the significance of the program and pursue qualification aggressively. It may also require an increase in the training resources in the form of increased availability of courses at different locations and increased training activity funding for participating organizations.

Attachment 1,
Annual Workforce Analysis and Staffing Plan Report as of December 31, 2008
Reporting Office: NNSA NA-2.1

Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2007
Reporting Office: NNSA NA-2.1 HQ

Section One: Current Mission(s) of the Organization and Potential Changes

The Office of the CDNS has the following specific responsibilities:

- Provide NNSA management confidence in site nuclear operations via the following:
 - i. Maintain an awareness of events and issues that have the potential to affect nuclear operations, and report these to NA-2 (CTA) on a daily/weekly basis as required.
 - ii. Perform for-cause reviews as determined by NNSA management.
 - iii. Assist Site Offices on technical issues as requested.
 - iv. Conduct a biennial site review on nuclear safety.
- Serve as central focus for NNSA nuclear standards and policies
- Provide NNSA ownership and primary interface to other organizations for nuclear-related standards
- Provide guidance as necessary to ensure consistent interpretation and application of nuclear safety requirements at NNSA sites.

Section Two: SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: 0

Number of Federal FTEs: 5

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM-20, NE-2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section 2 - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	8	5	

Section Three: Current shortages and plans for filling them

Shortage of 3 STSMs. Hiring actions prepared awaiting NNSA decisions on hiring priorities.

Section Four: Projected shortage/surplus over next five years

None

Section Five: General concerns or recommendations related to the Technical Staffing

Attachment 2,
Annual Workforce Analysis and Staffing Plan Report as of December 31, 2008
Reporting Office: NNSA NA-3.6

**Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2008
Reporting Office: NNSA NA-3.6 HQ**

Section One: Current Mission(s) of the Organization and Potential Changes

The Office of the Senior Advisor for Environment, Safety and Health advises the Administrator on ES&H policy, standards, implementation, enforcement, metrics and issues (excluding nuclear safety) at all NNSA sites and facilities, including nuclear facilities.

Section Two: SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: 0

Number of Federal FTEs: 5

4. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM-20, NE-2).
5. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
6. Safety Systems must be credited in a Documented Safety Analysis.

Section 2 - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	6	4	
Safety System Oversight Personnel			
Facility Representatives			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety			
Deactivation and Decommissioning			
Electrical Systems			
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt			
Fire Protection Engineering			
Industrial Hygiene			
Instrumentation and Control			
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist			
Occupational Safety			
Quality Assurance			
Radiation Protection			
Safeguards and Security			
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt			
Waste Management			
Weapons QA			
Federal Project Directors			

Section Three: Current shortages and plans for filling them

NA-3.6 requires 2 additional positions. They are

- One STSM position (Industrial Hygienist). This position is posted and it is anticipated that it will be filled by March 2009.
- One STSM position (Nuclear Engineer) that is currently on hold due to budget shortfalls.

Section Four: Projected shortage/surplus over next five years

Other than the shortage identified in Section 3.2 above NA-3.6 has no additional projected shortages or surpluses over the next 5 years.

Section Five: General concerns or recommendations related to the Technical Staffing

None

Attachment 3,
Annual Workforce Analysis and Staffing Plan Report as of December 31, 2008
Reporting Office: NNSA NA-10 HQ

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: NNSA NA-10 HQ**

Section One: Current Mission(s) of the Organization and Potential Changes

NNSA Mission:

To strengthen United States security through the military application of nuclear energy.

NNSA Vision:

To be an integrated nuclear security enterprise operating an efficient and agile nuclear weapons complex, recognized as preeminent in technical leadership and program management.

Organizational Changes:

NA-10 reorganized in 2008 so it is unlikely that there will be another significant reorganization in the near term. NA-10 is in the process of implementing changes to the skills, capability, and capacity of the current NA-10 workforce to align with the new organization.

Section Two: Site Characteristics Table¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: N/A pertains only to M&O Contractors

Number of Federal FTEs: 174

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM-20, NE-2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section Two - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	26	24	See Section 3 (1&2) NA-171
Safety System Oversight Personnel			
Facility Representatives	1.5	0.5	Site Liaisons - currently military personnel See Section 3 (10) (NA-171)
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing	0.3	0	See Section 3 (7) (NA-171) (1FTE/3 capabilities)
Civil/Structural Engineering	1	0	See Section 3 (9) (NA-171)
Construction Mgmt	9	4	See Section 3 (19, 21, 23, 24 & 25) (NA-172)
Criticality Safety	1.5	1	See Section 3 (6) (NA-171)/On-board person is also an STSM. Need person is 0.5 FTE Criticality safety and 0.5 FTE Nuclear Safety Specialist (see below)
Deactivation and Decommissioning			
Electrical Systems	0.5	0.5	Also qualified in Instrumentation and Control
Emergency Management			
Environmental Compliance	0.3	0	See Section 3 (7) (NA-171) (1FTE/ 3 capabilities)
Environmental Restoration			
Facility Maintenance Mgmt	1	1	
Fire Protection Engineering	1	1	Also qualified as STSM
Industrial Hygiene	1	1	
Instrumentation and Control	0.5	0.5	Also qualified in Electrical Systems
Mechanical Systems	1	0	See Section 3 (4) (NA-171)
Nuclear Explosive Safety	8	8	
Nuclear Safety Specialist	6	5	See Section 3 (6) (NA-171) Need two people (each half time): first is 0.5 FTE NSS and 0.5 FTE Transportation Safety (priority #1 in Section 2) and second is 0.5 FTE NSS and 0.5 FTE Criticality Safety (see above)
Occupational Safety	1	0	See Section 3 (5) (NA-171)

Quality Assurance	3	1	See section 3 (15&16) (NA-172)
Radiation Protection	1	1	Military officer
Safeguards and Security			
Safety Software Quality Assurance	1	0	See Section 3 (17) (NA-172)
Technical Program Manager	10	4	See Section 3 (12, 13, 14, 18, 20, &22) (NA-172)
Technical Training	1	0	See Section 3 (8) (NA-171)
Transportation & Traffic Mgmt	0.5	0	See Section 3 (3) (NA-171)/FTE is 0.5 FTE Packaging and transportation safety and 0.5 Nuclear Safety Specialist (see above)
Waste Management	0.3	0	See Section 3 (7) (NA-171) (1FTE/ 3 capabilities)
Weapons QA	0	0	
Federal Project Directors	0.5	0.5	Site Liaisons - currently military personnel See Section 3 (11) (NA-171)

Section Three: Current shortages and plans for filling them

NA-171 Gap Need Plan

- 1) ISM (STSM). Fill in FY 09/10. Assign collateral duty of military personnel/FLP until position filled.
- 2) Issues Management (STSM). Fill in FY 09/10. Assign collateral duty of military personnel/FLP until position filled.
- 3) Safety Analysts (packaging and transportation focus). Fill in FY09/10. Rely on existing staff until positions filled.
- 4) Mechanical Engineer. Fill in FY09/10. Use Service Center and/or support service contractor until position filled.
- 5) Occupational Safety Expert. Fill in FY09/10. Rely on existing staff until position filled.
- 6) Safety Analysts (criticality safety focus). Fill in FY09/10. Rely on existing staff until position filled.
- 7) Chemical/Environmental/Waste Specialist. Fill in FY09/10. Rely on existing staff until positions filled.
(Note: 1 FTE/3 capabilities)
- 8) Technical Training position. Fill in FY11. Assign collateral duty of military personnel until position filled.
- 9) Civil/Structural Engineer. Use a support service contractor until an FTE is available.
- 10) Site Liaison Officer. Fill with military officer (due to report in January 2009).
- 11) Site Liaison Officer. Fill with military officer (due to report in April 2009).

NA-172 Gap Need Plan

- 12) Office Director, NA-172.1. Fill in FY09. Rely on existing NA-171 staff until position filled.
- 13) Office Director, NA-172.2. Fill in FY09. Rely on existing NA-172 staff until position filled.
- 14) Major System Acquisition Experts. Fill in FY10. Rely on site project teams until positions filled.
- 15) Construction QA Expert. Fill in FY10. Rely on field QA staff until position filled.
- 16) Nuclear (NQA-1) QA Expert. Fill in FY10. Rely on field QA staff until position filled.
- 17) Safety Software QA Expert. Fill in FY11. Rely on field QA staff until position filled.
- 18) Facility Operations Budget Specialist. Fill in FY10. Rely on support service contractor.
- 19) Construction Cost Estimator/Planner. Fill in FY10. Rely on site project teams until position filled.
- 20) Operations of Facilities Expert. Fill in FY10. Rely on existing staff until position filled.
- 21) Institutional Site Support Specialist. Fill in FY10. Rely on existing staff until position filled.
- 22) Program Readiness Program Manager. Fill in FY10. Rely on existing staff until position filled.
- 23) Special Nuclear Material Storage, Recycle & Recovery Expert. Fill in FY10. Rely on existing staff until position filled.
- 24) Facilities Oversight & Assessment Specialist. Fill in FY11. Rely on existing staff until position filled.
- 25) Facilities Policies & Procedures Specialist. Fill in FY11. Rely on existing staff until position filled.

Section Four: Projected shortage/surplus over next five years

Criticality Safety Expert. Hire a Safety Analyst and provide mentoring from current HQ expert.

- 1) **Seismic and Civil Structural Engineer.** Use support service contractors for this focused expertise.
- 2) **Site Liaison and Interface.** Train rotating military personnel and/or provide rotating opportunity for Facility Representatives from the field.
- 3) **Certified Health Physicist (CHP).** This position is currently filled by an Air Force Officer. When this officer returns to the Air Force in 2011, will need to identify an FTE and hire a CHP in FY11.
- 4) **Facility Maintenance & Operations.** Hire a replacement following expected retirement.
- 5) **Project Planning & Execution Expert.** Hire replacement following expected retirement

Section Five: General concerns or recommendations related to the Technical Staffing

The budget for technical training is insufficient and should be re-evaluated to match a growing need for technically proficient staff.

NA-10 TQP Participant Roster (as of 12/16/08)			
TQP Participant	Supervisor of TQP Participant	Functional Area Qual. (FAQ)	Office Org Code
Goodrum, Steve W.	Smolen	STSM	NA-12
Deeney, Christopher	Goodrum	STSM	NA-121.1
Filacchione, Helmut	Pitt	STSM	NA-121.31
Greenaugh, Kevin	Goodrum	STSM	NA-122
Jamali, Kamiar	Greenaugh	STSM	NA-122
Schmidt, Edward	Greenaugh	STSM	NA-122.1
Baca, Ronald D.	Schmidt	STSM	NA-122.11
Bruns, Daniel R.	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Fingerlos, Jim P.	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Fong, Robert	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Kirby, John	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Pecsok, Bill H.	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Stroud, Robert A.	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Thompson, Leroy	R. Baca	Nuclear Explosive Safety Study	NA-122.11
Cameron, Richard E.	Rose	None Assigned*	NA-122.22
King, Robert S.	Rose	None Assigned*	NA-122.22
Romero, Daniel O.	Rose	None Assigned*	NA-122.22
Rose, Daniel D.	Oder	None Assigned*	NA-122.22
Smithson, Keith L.	Rosc	None Assigned*	NA-122.22
Baca, Wendy J.	Oder	None Assigned*	NA-122.23
Barela, Lawrence J.	W. Baca	None Assigned*	NA-122.23
Pape, Jay M.	W. Baca	None Assigned*	NA-122.23
Bruins, Michelle	Oder	None Assigned*	NA-122.24
Dobbs, Ronald B.	Bruns	None Assigned*	NA-122.24
McKay, Rob B.	Bruns	None Assigned*	NA-122.24
Semper, Aramintia R.	Bruns	None Assigned*	NA-122.24
Chavez, Monica	Tomasi	None Assigned*	NA-122.25
Heimgartner, Roderic	Tomasi	None Assigned*	NA-122.25
Pugh, Gabe	Tomasi	None Assigned*	NA-122.25
Tomasi, Thomas J.	Oder	None Assigned*	NA-122.25
*These are the nuclear weapons program managers and their engineers.			
Monette, Deborah D.	Smolen	STSM	NA-14
Sandoval, Nick		STSM	NA-15
Triebel, Dean F.		STSM	NA-15
Douglas, Karen		Nuclear Safety Specialist	NA-15
Thompson, Stephen		Nuclear Safety Specialist	NA-15
Valencia, Conrad S.		Nuclear Safety Specialist	NA-15
Talbot, Jr., Gerald L.	Smolen	STSM	NA-17

NA-10 TQP Participant Roster (as of 12/16/08)			
TQP Participant	Supervisor of TQP Participant	Functional Area Qual. (FAQ)	Office Org Code
McConnell, James	Talbot	STSM	NA-171
Loll, Kim R.	McConnell	STSM	NA-171.1
McKamy, Jerry	Loll	STSM and Criticality Safety	NA-171.1
Steele, Sharon	Loll	STSM and Fire Protection Engineering	NA-171.1
DeLaPaz, Andrew	McConnell	Nuclear Safety Specialist	NA-171.1
Kapila, Vishwa M.	McConnell	Nuclear Safety Specialist	NA-171.1
Agrawal, Subodh	McConnell	Instrumentation & Control and Electrical Systems and Safety Oversight	NA-171.1
Pugh, David L.	White	Radiation Protection	NA-171.2
Roberson, Jeffry	White	STSM	NA-171.2
Vogel, Paul	White	STSM	NA-171.2
White, William	McConnell	STSM	NA-171.2
Winter, James	White	STSM	NA-171.2
Thompson, Michael	Talbot	STSM	NA-172
Pierpoint, Sujita	Thompson	STSM	NA-172.1
Pizzariello, Philip	Pierpoint	STSM	NA-172.1
Rhoads, Patrick	Thompson	STSM	NA-172.2
Johnson, Samuel	Rhoads	STSM	NA-172.3

Attachment 4,
Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: NA-26 Office of Fissile Material Disposition

Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: NA-26 Office of Fissile Material Disposition

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Office of Fissile Material Disposition (NA-26) is part of the National Nuclear Security Administration (NNSA). NA-26 supports the NNSA Administrator's Strategic Planning Priorities for Defense Nuclear Nonproliferation, specifically focusing on Priority #10, "Provide adequate resources and oversight to support the safe and secure disposition of surplus U.S. and Russian plutonium and surplus U.S. highly enriched uranium." The Office of Site Engineering and Construction Management (NA-262), located at the Savannah River Site, is focused on the safe and secure disposition of nuclear materials declared surplus to the U.S. nuclear weapons program.

NA-26 currently has no operational nuclear or radiological facilities under its cognizance but is fully involved in various stages of the design and construction of major (multi-billion dollar) Hazard Category 2 facilities at the Savannah River Site, as described below.

2. The following plutonium disposition program construction, start-up, and operational activities are ongoing and planned at the Savannah River Site:
 - Mixed-Oxide (MOX) Fuel Fabrication Facility
 - Construction began August 2007 and is ongoing
 - Hot operations anticipated 2016
 - Waste Solidification Building
 - Construction began December 2008 and is ongoing
 - Operations anticipated 2012

Section Two: Technical Staffing

See the table on page 3 of this report.

NA-26 and NA-262-SRS are in a unique position with respect to required technical competency because TQP planning and participation are not driven by existing facilities and safety systems. NA-26 management has taken the following factors into consideration in defining technical competency/TQP participation goals:

- Technical competency in specific disciplines is required during design and construction of complex, high hazard nuclear facilities.
- Technical competency in specific disciplines is required during the startup, testing, and operations of complex, high hazard nuclear facilities.

Section Two - Site Characteristics Table¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1: 0 **HC2:** 0 **HC3:** 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 2

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: 1,350 (MOX Services, Savannah River Nuclear Solutions)

Number of Federal Office FTEs: 24

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section Two – Technical Staffing Summary Table (see Notes below)

Technical Capability	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	5	5	Includes four NA-262-SRS STSMs and one NA-26 HQ STSM
Safety System Oversight Personnel ²	0	0	Future need – recruitment
Facility Representatives ³	0	0	Future need – recruitment
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	2	2	
Civil/Structural Engineering	1	0	Possible recruitment action
Construction Management	5	3	Planned recruitment actions
Criticality Safety	0	0	Future DOE-SR matrix support
Deactivation & Decommissioning	0	0	
Electrical Systems	1	1	
Emergency Management	.5	.5	Plus DOE-SR matrix support
Environmental Compliance	.5	0	DOE-SR matrix support
Environmental Restoration	0	0	
Facility Maintenance Management	1	0	Possible recruitment action
Fire Protection Engineering	1	1	
Industrial Hygiene	0	0	Future DOE-SR matrix support
Instrumentation & Control	0	0	
Mechanical Systems	1	1	
Nuclear Explosive	0	0	
Nuclear Safety Specialist	6	5	Pending recruitment action
Occupational Safety	.5	.5	
Quality Assurance	1	1	

Radiation Protection	0	0	Future DOE-SR matrix support
Safeguards & Security	1	0	Pending recruitment action
Safety Software Quality Assurance	.5	.5	DOE-SR/SRSO matrix support, possible future recruitment
Technical Program Manager	3	3	
Technical Training	0	0	
Transportation & Traffic Management	0	0	Future DOE-SR matrix support
Waste Management	0	0	Future DOE-SR matrix support
Weapons QA	0	0	
Federal Project Directors ⁴	4	4	

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www/hss.energy.gov/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/ftcp>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program, but are qualified in accordance with DOE O 360.1A using the Project Management Career Development Program.

Section Three: Current shortages and plans for filling them

- High priority positions to be filled near term using accelerated recruitment/replacement (e.g. relief from hiring freeze):
 - Safety Basis Engineer (posted; offer made in January 2009)
 - Senior Technical Advisor/Nuclear Materials Management (posted; offer pending ERB approval)
 - Security Engineer (posted, action on hold during hiring freeze)
- Medium priority positions to be filled using normal recruitment/replacement process:
 - Construction Engineer positions (including startup, testing and maintenance) are expected to be posted and filled in 2009.
 - Facility Representative and Safety System Oversight positions are expected to be posted/filled beginning in 2010.
- Other positions to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers).
 - Technical expertise in environmental compliance and emergency management is obtained through matrix support from the DOE-SR Operations Office and use of current staff with expertise in these functional areas. Future needs involving criticality safety, industrial hygiene, radiation protection, safety software quality assurance, transportation/traffic

management, and waste management may be acquired through matrix support from the DOE-SR Operations Office or SRSO if a qualified candidate is not available through the recruitment process (e.g. under a General Engineer position or through the Future Leaders Program).

- Short-term specialized technical expertise may be obtained from the NNSA Service Center or through the use of technical support service contractors.

Section Four: Projected shortage/surplus over next five years

To support the Plutonium Disposition Program as it moves forward, NA-26 predicts a shortage of qualified technical personnel and expects to continue to recruit and fill positions in accordance with HQ guidance and direction.

Positions vacated at SRS as well as selected positions vacated at NA-26 Headquarters may be backfilled at SRS. Recruitment will consider changes to the NA-26 mission and any gaps left due to changes in currently planned matrix support from other organizations (for example, our ability to obtain matrix support from the DOE-SR Operations Office may be significantly reduced over the next 5+ years as they face their own staffing challenges and increasing workloads).

NA-26 also supports the NNSA Future Leaders Program. One former Future Leader has been transitioned to permanent status with the MOX Integrated Project Division. Two Future Leaders are currently on staff and NA-262 is actively recruiting additional Future Leaders.

Section Five: General comments or recommendations related to the Technical Staffing

None.

Attachment 5
Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008 for the
Reporting Office: Office of Emergency Operations (NA-40)

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008 for the
Reporting Office: Office of Emergency Operations (NA-40)**

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Office of Emergency Operations (NA-40) administers and directs the programs of DOE's and NNSA's emergency response capability to ensure availability and viability to respond to emergencies at DOE and NNSA facilities and field sites, and to nuclear and radiological emergencies within the United States and abroad. NA-40 is also responsible for the development of Departmental policy and guidance, technical assistance, and supporting implementation of emergency management planning, preparedness, readiness assurance, and response activities within DOE/NNSA. Additionally, NA-40 implements Program Secretarial Officer (PSO) responsibilities for Emergency Management at NNSA sites and facilities on behalf of the Deputy Administrator for Defense Programs (NA-10). NA-40 has no nuclear or radiological facilities under its cognizance; however, two offices within NA-40 have technical positions involved in the development of policy, implementation of line oversight and readiness assurance responsibilities, and providing technical support to DOE/NNSA emergency management programs in the field that could impact the safe operations of defense nuclear facilities. These offices are:
 - Office of Emergency Management Policy (NA-41)
 - Office of Emergency Management Implementation (NA-43)
2. There are no expected or potential changes to the NA-40 mission that may or will significantly impact current technical staffing levels and/or TQP participation.

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1: 0 **HC2:** 0 **HC3:** 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: N/A pertains only to M&O Contractors

Number of Federal Office FTEs: 94

Section Two – Technical Staffing Summary Table

Technical Capability	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	2	2	NA-40 Deputy Associate Administrator NA-43 Director – Also under Emergency Management FAQ
Emergency Management	4	4	
TQP Like – Emergency Management			See Comments in Section Five

Section Three: Current shortages and plans for filling them

- None

Section Four: Projected shortage/surplus over next five years

- None

Section Five: General comments or recommendations related to the Technical Staffing

- NA-40 had no TQP participants prior to September 2008;
- There are three (3) positions within NA-43 designated as “TQP Like.” These positions were excluded from Section 2. Position specific qualification cards based on competencies requirements identified in the Emergency Management Standard DOE STD 1177-2004 have been developed for these positions;
- NA-40 is also the sponsor for DOE STD 1177-2004 Emergency Management FAQ.

Attachment 6,
Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: Office of Infrastructure and Environment (NA-50)

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: Office of Infrastructure and Environment (NA-50)**

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Office of Infrastructure and Environment is composed of the Office of Infrastructure and Facilities Management, the Office of Project Management and Systems Support, the Office of Environmental Projects and Operations, and the Office of Nuclear Materials Integration. Its mission includes:
 - Restoring, rebuilding, and revitalizing the physical infrastructure of the NNSA Nuclear Weapons Complex – the third leg of the New Triad provided for by the Nuclear Weapons Posture Statement of December 2001.
 - Ensuring that NNSA's construction portfolio is well managed by providing project management support for projects through monitoring of cost, scope, and schedule. In addition, performing technical assessments, and by disseminating best practices through project management policies and procedures.
 - Management of Long-Term Environmental Stewardship activities at NNSA sites where EM legacy remediation projects are complete.
 - Programmatic responsibility for waste management activities at NNSA sites.
 - Providing a central point of contact for corporate integration on cross cutting environmental issues between the sites and headquarters' program offices.
 - Providing oversight and direction for legacy cleanup at NNSA sites.
 - Providing Department level policy and planning coordination for nuclear material consolidation and disposition activities.
 - Maintaining DOE material inventory assessments, baselines, and allocations.
 - Provide focused attention for the consolidation and disposition of NNSA special nuclear materials.
2. Currently, NA-50 has no nuclear or radiological facilities under its cognizance.

Section Two: Technical Staffing

The following Technical Staffing table provides NA-50 requirements and current manning.

Section Two - Site Characteristics Table¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1: 0 **HC2:** 0 **HC3:** 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of HQ Contractor FTEs: N/A pertains only to M&O Contractors

Number of Federal Office FTEs: 37

Section Two – Technical Staffing Summary Table

NA-50	For All Facilities ¹		
Technical Capability	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	Comments
Senior Technical Safety Managers	5	2	
Safety System Oversight Personnel ²			
Facility Representatives ³			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Management			
Criticality Safety			
Deactivation &			

Decommissioning			
Electrical Systems			
Emergency Management			
Environmental Compliance	1	0	
Environmental Restoration			
Facility Maintenance Management	1	1	
Fire Protection Engineering			
Industrial Hygiene			
Instrumentation & Control			
Mechanical Systems			
Nuclear Materials	1	0	
Nuclear Safety Specialist			
Occupational Safety			
Quality Assurance			
Radiation Protection			
Safeguards & Security			
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training			
Transportation & Traffic Management			
Waste Management			
Weapons QA			
Federal Project Directors ⁴			

Section Three: Current shortages and plans for filling them

NA-50 is in the process of filling 3 positions in the following priority order:

- Deputy Associate Administrator
- Director of Environmental Project and Operations Office
- Director of Nuclear Material Integration

Section Four: Projected shortage/surplus over next five years

None at this time.

Section Five: General comments or recommendations related to the Technical Staffing

Given the size of the NA-50 (37 people), and the turn over of senior staff, some positions will continue to be occupied by an acting director.

Attachment 7,
Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2008
Reporting Office: NA-70

**.Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2008
Reporting Office: NNSA, NA-70**

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Office of Defense Nuclear Security (NA-70) is responsible for the overall direction and management of security programs at NNSA facilities and at the NNSA overseas offices. NA-70:
 - Provides engineering, technical, operational and administrative security support and oversight to NNSA line management and NNSA field elements to assure effective security at NNSA facilities, including the physical, personnel, materials control and accounting, classified and sensitive information protection, and technical security programs
 - Acts as a liaison, and provides advice and assistance to DOE Office of Health, Safety and Security (HSS) for Departmental security policy.
 - Maintains a working relationship and coordinates with the DOE Offices of Counterintelligence, Intelligence, the Chief Information Officer, and other Federal agencies, particularly the Department of Defense (DoD) and the Nuclear Regulatory Commission, in the development and implementation of security architecture, policies and programs that support an effective and sustained security posture for the NNSA complex.
 - Acts as the champion of Integrated Safeguards and Security Management (ISSM) in order to inculcate an institutional understanding of and belief in the importance of security throughout the NNSA complex and its operating programs.
2. NA-70 is not a line organization and does not operate any facilities. There are no anticipated or probable changes to the NA-70 mission that will significantly affect technical staffing needs.

Section Two: SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: N/A

Number of Radiological Facilities²: N/A

Number of High or Moderate Hazard Non-Nuclear Facilities: N/A

Number of Low Hazard Non-Nuclear Facilities: N/A

Number of Documented Safety Analyses: N/A

Number of Safety Systems³: N/A

Number of Site Contractor FTEs: N/A pertains only to M&O Contractors

Number of Federal FTEs: Authorized Ceiling -29 (includes all positions); current on-board strength - 22; total TQP positions - 23

7. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM-20, NE-2).
8. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
9. Safety Systems must be credited in a Documented Safety Analysis.

Section 2 - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	2	2	
Safety System Oversight Personnel			
Facility Representatives			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety			
Deactivation and Decommissioning			
Electrical Systems			
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt			
Fire Protection Engineering			
Industrial Hygiene			
Instrumentation and Control			
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist			
Occupational Safety			
Quality Assurance			
Radiation Protection			
Safeguards and Security	20*	14	* Number of staff to be included in TQP
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training	1	1	
Transportation & Traffic Mgmt			
Waste Management			
Weapons QA			
Federal Project Directors			

Section Three: Current shortages and plans for filling them

There are currently five (5) positions that are in the process of being filled; upon completion of recruitment, the NA-70 technical staff will be complete within the authorized ceiling. Once the staffing is complete, the staffing levels will be re-evaluated to determine whether there are sufficient resources to meet mission requirements. Any changes will require approval through the NNSA staffing process.

Section Four: Projected shortage/surplus over next five years

There are no expected surpluses over the next five (5) years. A re-evaluation of staffing levels will be completed in 2009 to determine whether shortages are likely over the next five (5) years.

Section Five: General concerns or recommendations related to the Technical Staffing

The development of the revised Safeguards and Security Function Area Qualification Standard (DOE-STD-1171)(currently in RevCom review) and the Safeguards and Security General Technical Base (currently under development) will satisfy the needs for ensuring technical capability of safeguards and security employees.

Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2008
Reporting Office: NNSA NA-3.6 HQ

Section One: Current Mission(s) of the Organization and Potential Changes

The Office of the Senior Advisor for Environment, Safety and Health advises the Administrator on ES&H policy, standards, implementation, enforcement, metrics and issues (excluding nuclear safety) at all NNSA sites and facilities, including nuclear facilities.

Section Two: SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of Site Contractor FTEs: 0

Number of Federal FTEs: 5

10. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM-20, NE-2).
11. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
12. Safety Systems must be credited in a Documented Safety Analysis.

Section 2 - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	5	4	
Safety System Oversight Personnel			
Facility Representatives			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety			
Deactivation and Decommissioning			
Electrical Systems			
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt			
Fire Protection Engineering			
Industrial Hygiene	1	0	Posted. anticipate filling position FY09/2nd QTR
Instrumentation and Control			
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist			
Occupational Safety			
Quality Assurance			
Radiation Protection			
Safeguards and Security			
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt			
Waste Management			
Weapons QA			
Federal Project Directors			

Section Three: Current shortages and plans for filling them

NA-3.6 requires 2 additional positions. They are

- An STSM position (Nuclear Engineer) that is currently on hold due to budget shortfalls, and
- An Industrial Hygienist. The position is posted and it is anticipated that it will be filled by March 2009.

Section Four: Projected shortage/surplus over next five years

Other than the shortage identified in Section 3.2 above NA-3.6 has no additional projected shortages or surpluses over the next 5 years.

Section Five: General concerns or recommendations related to the Technical Staffing

None